



NCDOT Community Studies Short-Form CCR & CIA Guidance

Guidance for Preparing Short-Form Community Characteristics Reports and Community Impact Assessments for CE-Level Projects (non-bridge)

A. PROJECT INITIATION AND SET-UP

1) Coordinate with NCDOT PDEA

- a) Review project information, define the regional context of the project and review online resources for trends and initiatives in the area.
- b) Obtain the Short-form CCR & CIA Guidance, Demographic Tool, and other pertinent guidance and tools from the Community Studies staff before starting the data-gathering process.

2) Define the Direct Community Impact Area

- a) *Define the preliminary Direct Community Impact Area*
Define the preliminary Direct Community Impact Area (DCIA) and create a polygon GIS shapefile for the study area. The DCIA will include all properties that could be directly affected by the project, taking into account contiguous neighborhoods with sole access points to the roadway or facility to be improved. The boundaries of the DCIA will run along natural features, parcel lines, roads, and other manmade boundaries where possible. The DCIA will not include commuting and detour routes. In the case of an existing location-widening project and in the absence of the aforementioned variables, the DCIA should comprise roughly a 1000' buffer.
- b) *Forward to Community Studies staff for review and approval*
Map the proposed draft DCIA and forward it to Community Studies staff for their review and approval before further analysis is conducted.

B. CONDUCT PRELIMINARY DATA GATHERING

1) Assess Community Context

- a) *Prepare a Vicinity Map*
Set up a vicinity map that shows the project location in relation to nearby cities or within the county. The STIP map can be used for this purpose. This should be included in the Community Context section of the report's Executive Summary (ES).
- b) *Prepare a Community Context Map*



Identify and map all key community features, including but not limited to: project location, the Direct Community Impact Area, roads (Interstate, US, NC, SR, and local), jurisdictional lines (municipal and county boundaries), parcel lines, hydrologic features, schools, daycares, places of worship, medical facilities, emergency services, law enforcement agencies, retirement facilities, senior centers, civic centers, pedestrian and bicycle trails, parks and recreation facilities, agricultural operations, and business resources. Any lands managed for conservation of open space or Natural Heritage Program Natural Areas that are present should also be mapped and noted in the appropriate inventory category in the report. Label notable features.

2) Collect and Analyze Demographic Data

a) Determine a Demographic Data Study Area

- i. Determine bounds of the Demographic Study Area (DSA) based on DCIA boundaries. The DSA represents all Block Groups that overlap with the DCIA and contains the population group for which demographic data will be analyzed.
- ii. Map the proposed draft DSA and forward it to Community Studies staff for their review and approval before further analysis is conducted.
- iii. Prepare a DSA Map that displays the DSA boundary and Census Tract Block Groups within the boundary. The Block Groups should be shaded different colors to easily differentiate them and labeled with “CT XXX, BG XX.” Include the DCIA boundary for reference.

b) Pull Demographic Data

- i. Use the most recent *Demographic Tool* (provided online or by request from NCDOT CS staff) to access and analyze Decennial Census and American Community Survey data for the populations within the DSA and compare them to the applicable county and the state.
- ii. Document the demographic data in Appendix A of the report. Tables from the Demographic Tool should be copied and pasted into Appendix A; these tables are population growth, population by race and by Hispanic origin, minority, poverty, Limited English Proficiency (LEP), and zero-car households.
- iii. Complete the demographic analysis and determine the appropriate standard language to be included. Refer to the *Annualized Growth Calculator* (provided online or by request from NCDOT CS staff) and *Analysis Practices & Standard Language Guidance* (Appendix B) for appropriate analysis methods and standard language. This information should be included in the Environmental



Justice and Title VI, Limited English Proficiency, and other applicable sections of the report.

3) Gather Stakeholder Input & Field Data

a) Conduct a Field Visit to the Direct Community Impact Area

At least five (5) working days prior to the field visit, send an e-mail with the STIP project number, names and contact information for staff, as well as the location to be visited and purpose of the visit, to NCDOT Division staff, and copy the CS Project Manager on the email. During the field visit, drive and/or walk the DCIA and any other areas pertinent to the study, taking photographs to document the presence of all notable resources or community characteristics. Use the *Field Visit Input Form* obtained from CS as a starting point for observational notes. Include site photos in Appendix B of the report. Notify CS if the field visit or additional research suggests that expanded community coordination may be appropriate.

b) Contact Local Official(s) or Stakeholder(s)

Contact local official(s) via telephone, email or in person to collect input and comment regarding the nature of community resources located in the project study areas and potential project impacts on the local community. The Local Input Forms (provided online or by request from NCDOT CS staff) should be sent to EMS, local planners, and school transportation staff, and a reasonable effort made to solicit responses. Include the completed forms and any additional correspondence in Appendix C in the following order: EMS, planner, school transportation staff, other. There may be additional local officials or stakeholder(s) who should be contacted for comment or expertise, depending on the presence of a particular resource or potential impact of a given project. In such cases, use the same procedure to reach those other points of local contact. If responses are not received, document the dates and method (email, phone, etc.) of contact attempts in Appendix C on the page where the completed form for that contact is supposed to go (e.g. if the EMS do not respond, the first page of Appendix C should document the contact info and contact attempts. The second page should have the planner input form).

C. DOCUMENT COMMUNITY CHARACTERISTICS

1) Complete the Regulatory Applications Inventory & Screening

The purpose of this section is to document the presence of resources that are explicitly protected by a regulatory application. For each resource, select the appropriate condition check box, provide the associated standard language (Appendix B), and include a narrative description as appropriate. Generally, when a resource is not



present only the standard language should be provided, and an additional narrative description is not necessary.

a) *Environmental Justice and Title VI Populations*

Based on Census data, field visit observations, and/or input from local officials, document the presence of populations that meet the environmental justice thresholds defined in the *Analysis Practices & Standard Language Guidance* (Appendix B). From field visit observations and/or input from local officials, note the presence of any non-environmental justice Title VI populations, such as concentrations of people with disabilities, elderly, children or similar populations – group homes, retirement centers or schools, for example. Use standard language to describe the presence or absence of environmental justice and Title VI populations.

b) *Limited English Proficiency (LEP) or Language Assistance Populations*

Using Census data, document the presence of a Limited English Proficiency (LEP) population whenever the thresholds defined in the *Analysis Practices & Standard Language Guidance* (Appendix B) are met or exceeded. Document the presence of any populations that do not meet the LEP threshold but do meet the criteria for Language Assistance (LA) based on Census data, field visit observations, and/or input from local officials and other Language Assistance Resource Contacts (LARC). Use standard language to describe the presence or absence of LEP and LA populations.

c) *Potential Section 4(f) Public Recreational Resources*

Section 4(f) applies to any publicly owned park, recreation area, or wildlife and waterfowl refuge and any land from an historic site of national, state or local significance. Community Studies' reports look only at recreational resources that fall under Section 4(f); historic resources are assessed separately by the Historic Architecture group at NCDOT.

Based on GIS data, field visit observations and local input, document the presence of potential Section 4(f) public recreational resources located in the DCIA. When private institutions, organizations or individuals own parks, recreational areas or wildlife and waterfowl refuges, Section 4(f) does not apply to these properties, even if such areas are open to the public. If a governmental body has a permanent proprietary interest in the land (such as fee simple ownership or easement), it is considered "publicly owned" and thus, Section 4(f) may be applicable. If a potential Section 4(f) resource is found, inform the NCDOT Community Studies Project Manager and the Project Planning Engineer as soon as possible to initiate FHWA review, independent of the completion and distribution of the report.



Use standard language (Appendix B) to describe the presence or absence of potential Section 4(f) public recreational resources. The descriptive narrative should include the property owner(s) and administrator(s), a description of property uses, and any other notable traits.

d) Section 6(f) Land & Water Conservation Fund Resources

Based on GIS data, document the presence of Section 6(f) protected public resources located in the DCIA. Section 6(f) applies to resources wholly or partially funded by grants issued from the Land and Water Conservation Fund. Use the Section 6(f) GIS data to screen for presence of these properties, and reference the LWCF online index for NC counties, available here: <http://waso-lwcf.ncrc.nps.gov/public/index.cfm>.

If a Section 6(f) resource is found in the DCIA, inform the NCDOT Community Studies Project Manager and the Project Planning Engineer as soon as possible, and determine who will coordinate with NCDENR about the resource, independent of the completion and distribution of the report. Use standard language (Appendix B) to describe the presence of a Section 6(f) resource.

e) Farmland Protection Policy Act (FPPA) Soils

An FPPA soils screening is completed as part of a CIA only, where at least functional design is available. Farmland soils do not need to be assessed for a CCR. If working on a CIA, first determine whether the project is subject to FPPA using the guidelines in Appendix D. If it is subject to FPPA guidelines, follow the steps in the screening process in Appendix D to identify FPPA soil types in the project footprint. The project footprint is defined as the area that will physically be altered or impacted. For functional designs, this is slope stakes plus 40 feet. For preliminary designs, this is slope stakes plus 25 feet. If no FPPA soils are located in the project footprint, then no further action is necessary. If FPPA soils are located in the project footprint, then an NRCS Farmland Conversion Impact Rating must be completed to include the NRCS Farmland Figure and Part VI of the appropriate NRCS Farmland Conversion Impact Rating Form (CPA-106 for corridor/linear projects and AD-1006 for point projects). Standard language for farmland is available in the *Analysis Practices & Standard Language Guidance* (Appendix B).

f) Voluntary & Enhanced Voluntary Agricultural Districts (VAD & EVAD)

Based on GIS data and/or information provided by local officials, determine whether or not any properties are held within a local Voluntary Agriculture District (VAD) or Enhanced Voluntary Agriculture District (EVAD) in the Direct Community Impact Area. If VAD/EVAD properties are present, describe their location in relation to the project and include a summary of all potentially applicable regulatory



requirements under the local VAD/EVAD Ordinance. This summary should include an explicit description of the causal actions that may trigger such requirements, e.g., “Prior to initiating condemnation of property in a VAD, an agency must request that the VAD Advisory Board hold a public hearing on the proposed action.” When a VAD/EVAD is present in a study area, it should be listed as a notable resource in the Executive Summary and its precise location relative to the project provided. The presence of a VAD/EVAD may trigger a potential impact, depending on its location. Use standard language (Appendix B) to describe the presence of VAD/EVADs.

2) Complete Community Characteristics & Notable Features Inventory

The purpose of this section is to document the presence of specified resources and community characteristics along with their general location relative to the project, which is an important factor in assessing the nature of potential impacts. Impacts should be noted separately within the impacts section. When a resource or condition is found in the vicinity of the project, its presence should be documented and the descriptive details should be provided. If a resource is not present, check “NO” in the template, delete the gray text form field, and leave the space blank. *There should not be any text if a resource is not present.*

a) Agricultural Operations

Based on field visit observations, document the presence of land that is actively being used or managed for agricultural purposes in the Direct Community Impact Area. These may include land cultivated for crops, used for livestock, or managed for timber. Land that has been left to grow up to native vegetation without management should be considered abandoned and therefore not farmed. Provide a concise description, including the nature of the operation, its location, and any other notable physical observations made. Impacts may include either direct or operational impacts; if impacts are anticipated a corresponding recommendation to minimize impacts and maintain access to agricultural operations should be developed.

b) Notable Population Growth or Decline

Document the presence of notable recent population growth or decline in the Demographic Study Area based on US Census population data. Population growth between 0 and 1.5% is not considered notable. Any population decline is considered notable. If the average annualized population growth is higher than 1.5%, also note the growth in the county and how it compares. As an example, a 1.9% growth rate of a DSA within Wake County is relatively slow compared to the 3.7% overall growth rate of the county.



c) Development Activity

Based on information provided by local officials or obtained through local area research, document in detail any known plans for public and private development in the DCIA. Public development should be reasonably foreseeable and included on a capital improvement plan with a clear funding stream. Documentation will include the exact location of the development, the nature of the development, the source that provided information regarding the development, and all known information regarding the timeline for development. List known plans for development, including the general location (i.e., DCIA), nature and size, as a Notable Characteristic in the Executive Summary. Known plans for development may trigger a potential socio-economic impact, depending on the construction schedule for the development. If warranted, provide a corresponding recommendation to coordinate with other local officials or stakeholders (developer or development consortia in the case of known plans for development) pursuant to the accommodation of private construction schedules and access to development sites.

d) Local Area Plans/Goals

Describe in detail existing land use plans, goals, or zoning initiatives that may affect future growth and development patterns in the DCIA. Local area plans may include: local zoning ordinances and regulations, land use plans and development management plans; local economic development goals; local historic, aesthetic or character goals; state and local bicycle, pedestrian, greenway, and recreational infrastructure plans; transit plans; small area plans; long-range growth plans; or area Rural and Metropolitan Planning Organization comprehensive transportation and thoroughfare plans. The description provided will include the nature and goals of existing plans, pursuant to providing a clear, corollary explanation of how future growth or development may affect the evaluation of project alternatives. Include a concise summary of local plans and how they may affect the project in the Community Context description of the Executive Summary. Absent known plans for future development, local area plan(s) targeting future growth and development do not by themselves trigger a potential project impact, nor necessitate a recommendation.

e) STIP Projects

List any reasonably foreseeable STIP projects that are within three miles of the project and/or that have the potential to affect or be affected by the project. Description should include STIP number, project extent and anticipated funding, ROW, and construction dates.



f) Bicycle, Pedestrian and/or Greenway Facilities

Based on GIS information and field visit observations, determine whether existing routes in the Direct Community Impact Area have sidewalks, worn paths, state or locally designated bicycle routes, or greenway paths. Future plans for bike/pedestrian facilities should be included here. Summarize the nature of the facility, or plans for the facility, in this section, and list as a Notable Characteristic in the Executive Summary. The presence of bike/pedestrian facilities alone (in the absence of observed bike/pedestrian activity) does not trigger a potential project impact, but if warranted, provide a corresponding recommendation to coordinate with NCDOT Division of Bicycle and Pedestrian Transportation regarding the need to incorporate such facilities in project design.

g) Bicycle/Pedestrian Activity

Based on field visit observations or information provided by local officials, document any existing bicycle or pedestrian activity in the DCIA. The apparent nature (i.e., recreational or other trip purpose) and volume of bike/pedestrian activity, as well as proximity to bike/pedestrian traffic generators, should be addressed in this section. List the presence and general location of bike/pedestrian activity, coupled with presence of bike/pedestrian facilities when applicable, as a Notable Characteristic in the Executive Summary. Observed bike/pedestrian activity may trigger a potential project impact, depending on the nature and volume of the activity, as well as the level of connectivity of the existing bike/pedestrian facility infrastructure to pedestrian generators. If warranted, provide a corresponding recommendation to coordinate with NCDOT Division of Bicycle & Pedestrian Transportation regarding the necessity for maintaining bike/pedestrian access during construction.

h) Transit Routes, Facilities, and/or Activity

Document the location of a fixed transit route or transit stop in the DCIA. Include information regarding the frequency and service area of the route as well as any physical observations made regarding the volume of passengers or special users. List the presence and general location of transit routes, facilities, and/or activity as a Notable Characteristic in the Executive Summary. Presence may trigger a potential impact, depending on the location of a transit stop relative to the project and the nature and volume of transit passengers, which would necessitate confirmation of the corresponding recommendation to coordinate with other local officials or stakeholders (local transit representatives in this case).

i) Access Driveways and Cross Streets

Based on field visit observations, document the presence of paved or unpaved



points of access to a residence, agricultural operation, recreational resource, industrial facility, commercial or institutional structure, etc., located in the DCIA. Note whether there are any intersections or interchanges located along the project corridor. The description may include the density of access points and connectivity of street intersections. The presence of an access driveway(s) may trigger a potential project impact, depending on the nature of the property or properties it is accessing, as well as alternative access points available for the property, but it is not necessary to make a corresponding recommendation.

j) Traffic Generating Facility or Node

Based on field visit observations and input from local officials, document the presence of a node or facility that may generate notable levels of vehicular or pedestrian traffic located in the DCIA. This may include, but is not limited to: commercial developments, employment centers, industrial nodes, high-density residential developments, large recreational complexes, or schools. Nodes and/or facilities will be described in detail in this section, including the exact location, name, observations regarding the volume and nature of traffic, directional or temporal patterns of traffic, etc. List the presence of a traffic generator as a Notable Characteristic in the Executive Summary and include the type of node or facility and its general location. Presence may trigger a potential project impact (e.g., community cohesion, access/mobility or socio-economic), depending on the nature, location and size of the node or facility. This may subsequently necessitate a recommendation (e.g., evaluation of an on-site detour, coordination with other local officials or stakeholders, public involvement due to notable community controversy), depending on the nature of the potential impact.

k) Business and Economic Resources

Note the presence of any business and/or economic resources in the DCIA, such as business parks, distribution centers, manufacturing facilities, etc. Describe these resources in detail, including the location, name, business types, associated traffic, and points of access. Briefly summarize as a Notable Characteristic in the Executive Summary.

l) Business and Economic Transportation Activity

Based on field visit observations and/or comment(s) provided by local officials, document the presence of any transportation activity related to goods movement in the DCIA. This may include, but is not limited to: tractor trailers, logging trucks, tractors or other agricultural equipment, or industrial traffic. Provide all pertinent details about this activity in this section, and briefly summarize as a Notable Characteristic in the Executive Summary. This activity may trigger a potential



mobility or accessibility impact, depending on the type and volume of users, in which case it would be appropriate to recommend evaluation of minimization or mitigation options during project construction.

m) Emergency Management Services (EMS) Operations

From the local input provided by the EMS official, note whether there are any emergency services operations within the DCIA that may be affected by the project, such as stations and corridors that are primary response routes (e.g., highways, roads near hospitals, etc.). If there are no operations within the DCIA beyond general response to residences and businesses, there is no need to note anything in this section. Any impacts to response time should be noted in the impacts section.

n) School Bus Routes

From the local input provided by the school transportation official, note whether there are any school bus routes within the DCIA that may be affected by the project. If relevant, include the number of buses and/or number of trips made through the project corridor.

o) Special Populations

Based on observation, local input, or other sources document the presence of any special populations (beyond previously identified EJ or Title VI populations) within the DCIA. This may include notable age-specific or gender-specific groups, concentrations of persons with disabilities, tribal groups connected with land, religious, ethnic, or other groups with special mobility needs or outreach needs.

p) Socio-economic Resources

Document the presence of any notable socio-economic resources within the DCIA. This may include, but is not limited to: community centers, places of worship, private or public schools, daycares, cemeteries, private or public social services agencies, community facilities, etc. Provide a detailed description of the resource in this section, including the name, location, and any physical observations or background information obtained through research regarding users or services provided. List the name, type and general location of the resource as a Notable Characteristic in the Executive Summary. Note that similar socio-economic resources should be listed together in the Executive Summary. Presence of socio-economic resources may trigger a potential mobility/access impact, depending on the size, location, type, and nature and volume of patrons or users. If a potential impact is assessed, then it would be appropriate to recommend additional coordination with local officials or stakeholders, evaluation of alternatives using an on-site detour, or targeted public involvement due to community controversy.



q) Community Cohesion

Based on field visit observations, information provided by local officials, community data and other resources, describe any existing signs or indicators of community cohesion. Community cohesion reflects a variety of factors including the degree to which people have a sense of belonging to their neighborhood or community; are connected by social, work or other relationships; share values or a common vision for their community; or share other bonds linking individuals to one another or to their community as a whole. Communities may have varying degrees of cohesiveness. Indicators of cohesion may include, but are not limited to: signs of residential stability, signs of economic stability, signs of safety/health stability, evidence of community connections, evidence of a common perception of the area and its history among residents, and observed community interactions. Concisely list the presence of community cohesion in the project area as a Notable Characteristic in the Executive Summary. Depending on the location and local importance of the source, as well as the level of impact anticipated by local planners, it may trigger a potential impact on community cohesion. This should be addressed by recommending either coordination with other local officials or stakeholders, or public involvement due to community concerns.

r) Community Safety

Note whether there are any existing or perceived crime or safety issues in the DCIA. This information may be provided by field visit observations, local official input, or public comments, and may include high crash rates (automobile, bicycle, or pedestrian), unsafe facilities, inadequate lighting, and/or isolated areas. Emergency services response should be noted in the emergency management services (EMS) operations section, not in this section.

s) Community Health

Complete the Health Indicators Table in Appendix D of the CCR/CIA template with DSA-level and county data. If the DSA covers more than one county, add columns to the table as needed for each additional county. Based on the indicators and a comparison of DSA-level rates compared to county and state rates, describe any notable characteristics related to community health. This could include a high share of housing and transportation costs as a percentage of income, a high number of households with no vehicles available, a high number or specific clusters of pedestrian or bicyclist crashes in the DCIA or project corridor, high crash rates, high physical inactivity rates, low access to exercise opportunities, or a high percentage of the population with limited access to healthy foods. These measures may indicate access or safety issues that negatively affect community health. Other measures, such as share of households with a travel time less than fifteen minutes, may



indicate an opportunity to convert vehicle trips to walking and biking. There may be relationships among several indicators that are notable, even if the individual indicators are not notable on their own. Input from local officials or public comments may also provide information about community health.

t) Other Recreational Resource(s) or Activity (Non-Potential 4(f))

Note the presence of any recreational activity (or evidence of such activity) observed in the DCIA. This may include, but is not limited to: boating activity in direct vicinity of the project corridor, a boat ramp or dock, and fishing and hunting. Documentation should include the exact location and nature of the activity or resource, ownership of the resource and mode(s) of access to it, as well as all physical observations. Presence of the resource or activity, including the general location, will be listed as a Notable Characteristic in the Executive Summary, but presence does not trigger a potential project impact, nor does it necessitate a recommendation.

u) Area/Community Concerns

Based on information provided by local officials and public comments, summarize all known community concerns or controversy relative to the project. If concerns were voiced during Public Involvement activities, please attach the relevant comment sheets in the Appendix of the report. When notable community controversy is present, it does not always trigger a potential impact, but should always be addressed by recommending either additional coordination with local officials or stakeholders, or public involvement due to notable community concerns.

D. ASSESS IMPACTS

1) Document Potential or Notable Community Impacts

In a CCR, identify potential community impacts that may occur given the general project location/proposed corridor and the community characteristics or resources that are present. In a CIA, identify notable community impacts that are anticipated given the project design. Impacts of the project will be evaluated relative to all factors listed in the checklist. Explain the nature, likelihood and degree of impact (a low, moderate, or high negative impact; or a positive impact) in as much detail as possible, and include permanent or temporary construction impacts. Impacts should only be assessed when the corresponding characteristic or resource was determined to be present, and the box in the previous Characteristics section is marked “present” or “yes.”

In a CIA, in the far right column of the checklist, shade the top box of each category with an anticipated impact to note the degree of impact. For negative impacts, high should



be shaded red, moderate—orange; and low—yellow. Positive impacts should be shaded green. Where there is no anticipated impact the box should be left blank. An example is shown below. For categories with more than one impact, shade the column according to the highest degree of impact for that category.

NOTABLE COMMUNITY IMPACTS	IMPACT ANTICIPATED		DEGREE OF IMPACT
<i>If multiple impacts are anticipated within one category please list them in bulleted form. For each anticipated impact, describe the impact and note the degree of impact (negative - high, moderate, low; or positive) in the far right column. High = Red, Moderate = Orange, Low = Yellow, Positive = Green</i>	YES	NO	
<p>ACCESS, ACCESSIBILITY AND MOBILITY <i>Are there any access, accessibility, or mobility impacts likely to be associated with this project (e.g. barrier effect, multi-modal accommodation, available detours, non-motorist access to properties and facilities, emergency services response, school bus routing)?</i></p> <p>Due to the presence of existing medians along the corridor, any changes in vehicular access along the US 321 corridor are anticipated to be low. Currently, access to adjacent parcels along US 321 is primarily provided by existing driveways directly on US 321. There are numerous and frequent median cross-overs that provide access across US 321 at various locations. Most median breaks are anticipated to be removed, as the construction of superstreets will require right-in and right-out traffic movements and U-turns across US 321.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Figure 1: Example of shading the Degree of Impact box

For regulatory items, select the appropriate condition check box, provide the associated standard language (Appendix B), and include a narrative description as appropriate.

a) Environmental Justice and Title VI Populations

Consider whether the project is likely to have a disproportionately high and adverse impact on identified Environmental Justice and Title VI populations in the project area and whether the benefits and burdens of the project will be equitably shared among all populations. Adverse impacts may result from notably severe impacts or from a group of individually minor but cumulatively significant effects. Use the applicable standard language provided in Appendix B.

b) Potential Section 4(f) Public Recreational Resources

Consider whether the project is likely to impact identified Section 4(f) public recreational resources. Impacts may include right-of-way acquisition, access, or change in use and may be temporary or permanent. Use the applicable standard language provided in Appendix B.

c) Section 6(f) Land & Water Conservation Fund Resources

Consider whether the project is likely to impact identified Section 6(f) LWCF resources. The mere presence of a Section 6(f) protected resource does not indicate a potential project impact, nor is it necessary to make a corresponding recommendation in the absence of an impact. Use the applicable standard language provided in Appendix B.



d) Farmland Protection Policy Act (FPPA) Soils

FPPA soils are only evaluated in a CIA. Based on the NRCS Farmland Conversion Impact Rating, determine whether notable farmland conversion impacts are anticipated. A total score (Parts III and VI) that exceeds the 60-point threshold suggests that notable project impacts to eligible soils are anticipated. Use the applicable standard language provided in Appendix B. A degree of impact does not need to be noted for FPPA soils.

e) Voluntary & Enhanced Voluntary Agricultural Districts (VAD/EVADs)

Consider whether the project is likely to impact designated VADs or EVADs. Permanent impacts are limited to a taking or conversion of land, but there may also be temporary impacts from the use of construction easements. Use the applicable standard language provided in Appendix B.

For the remaining impact categories, if no impact is anticipated, there should not be any descriptive text included.

f) Agricultural Operations

Consider whether the project is likely to impact identified agricultural operations. Impacts to agricultural operations can include taking of land, but may also include access to fields, or whether large equipment, trucks carrying agricultural products, or employees are able to get to and from the operation.

g) Community Resources

Consider whether the project is likely to impact an identified community resource (e.g., recreational (not Section 4(f)), socio-economic, etc.). Impacts may include direct property effects, altering access, or causing a change in use.

h) Local Area Plans/Goals

Consider whether the project is inconsistent with existing plans, regulations, and policies at the local, regional, or state level. This may include compatibility with aesthetic goals, local plans for bicycle and pedestrian connections, and/or recommendations with long-range development or transportation plans. If any inconsistencies are found, note the document with which the project is inconsistent and describe the manner in which they are not compatible.

i) Multi-modal Facilities and Activity

Consider whether the project is likely to result in impacts to multi-modal facilities or bicycle, pedestrian, or transit use. This may include permanent impacts, like



relocating a transit stop or adding bike lanes; it also may include temporary impacts, like construction detours or temporary closures of facilities.

j) Access, Accessibility, and Mobility

Consider whether the project will affect any of the following for persons traveling in or around the study area:

- i. *Access*: The ability to reach private property from a transportation network.
- ii. *Accessibility*: The ability of people to reach destinations and activities.
- iii. *Mobility*: The ability to move around a transportation network.

Impacts may include barrier effects, multi-modal accommodation, available detours, non-motorist access to properties and facilities, emergency services response, school bus routing, etc.

k) Business and Economic Resources

Consider whether the project may result in direct impacts on area businesses or other economic resources in the area. Impacts may relate to direct property effects or access issues but should be addressed in this category if related to an area business.

l) Community Cohesion

If community cohesion indicators were documented in the previous section of the report, consider whether the project is likely to alter the overall functioning of an identifiable neighborhood or district that exhibited community cohesion. This may include interactions between, or isolation of, persons and groups, or a change in the physical makeup of the community. Impacts may relate to direct property effects or access issues but should be addressed in this category if related to the overall functioning of an identified district. Project activities with the potential to affect or influence community cohesion include but are not limited to the following:

- Relocation/removal of key community facilities (places of worship, parks, childcare, groceries, local businesses)
- Widened or new roadway facility that serves as a physical barrier
- Addition or removal of pedestrian or bicycle facilities (sidewalk, crosswalk, median, bike lane)
- Relocation/removal of residential areas
- Grade separation of a road, pedestrian facility, or railroad
- Impacts to crossing distances/times
- Economic impacts that affect key local resources
- Adding landscaping, streetscaping, lighting, and/or aesthetic treatments



m) Community Safety

Consider whether the project will interact with any existing or perceived crime or safety issues, perhaps by increasing or decreasing isolation for particular areas, changing lighting facilities in the area, or increasing the safety of facilities for users. This category should not include impacts to emergency response services.

n) Community Health

Consider whether the project will impact any community health issues that were identified, perhaps by affecting bicycle and pedestrian safety, or affecting access to recreational facilities or healthy food.

o) Area/Community Concerns

Consider whether the project is incompatible with or will not address expressed community concerns.

p) Other

List any potential project impacts not otherwise listed.

q) Recurring Effects

Consider whether the project is likely to result in recurring effects on any populations and communities within the DCIA. This information may come from knowledge of the effects of past projects, local official input, or community input from Public Involvement activities.

2) Document Potential for Indirect and Cumulative Effects

A screening for the potential for ICEs is generally only conducted within a CCR. In an instance where a CIA is being completed without a prior CCR, this section of the template can be copied and inserted into the CIA. One or more confirmed Transportation Impact-Causing Activity (TICAs) requires completion of the ICE screening tool either in the Appendix or as a stand-alone report. See the standard language provided in the *Analysis Practices & Standard Language Guidance* (Appendix B) to be inserted in the TICA Summary box (*f*, below) and brought forward to the Executive Summary.

a) Travel Times

Travel time savings of one minute or more are considered notable and should result in a “Yes” conclusion. Contact the PPE or Transportation Planning Branch to get an estimate of travel time savings.

b) New Network Connections

Permanently adding to the existing road network (i.e., new connections or increased



capacity) should result in a “Yes” conclusion. See below for clarification on various project types.

- i. *New location*: A new location project will permanently alter the existing road network, as it creates a new route to get from A to B, and should result in a “Yes” conclusion.
- ii. *Undivided to divided, synchronized streets*: The change in travel patterns is the result of access/turn restrictions, and should result in a “No” conclusion.
- iii. *Severing a connection*: The change in travel patterns is the result of street closure, and should result in a “No” conclusion.

c) Property Access

Adding access points to properties adjacent to the project should result in a “Yes” conclusion. If the project reduces access, it should result in a “No” conclusion, as it makes a property less attractive for development.

d) Property Exposure

Permanently increasing exposure (i.e., visual exposure to new corridors) to any properties in the area should result in a “Yes” conclusion.

e) Creation of Activity Centers

Opening areas for concentrated, moderate to high intensity land development or redevelopment should result in a “Yes” conclusion.

f) TICA Summary

In summary, if one or more of the above transportation impact-causing activities is checked “Yes,” this should result in a “Presence of TICAs” conclusion. Check the appropriate condition and provide the associated standard language from Appendix B.

E. DEVELOP RECOMMENDATIONS

Provide recommendations when certain resources are present or conditions are met, or where impacts are anticipated. The templates provide the types of recommendations, which vary between the CCR and the CIA, and standard recommendation language for specific resources or conditions is available in the *Standard Demographic Practices* document.

F. PREPARE THE EXECUTIVE SUMMARY

1) Community Context



The purpose of the Community Context section is to provide a narrative context of the area surrounding the project. It is not necessary to repeat information found elsewhere in the Executive Summary (i.e., standard project information or resources/conditions noted in the Community Characteristics, Potential Impacts, and/or Recommendations sections). The length of this section will vary depending on the project and the number of notable conditions surrounding the project. Generally, it should provide a brief description of where the project is located relative to nearby municipalities or other population centers that may affect development trends in and around the project area. A brief description of the surrounding community should also be provided, including any notable demographic or socio-economic trends affecting the area (if applicable). A brief description of the area immediately surrounding the project (i.e., topography, nature of development, volume and nature of traffic on the road) should also be provided in this section. The Community Context section should summarize the project description, regional context, and any pertinent trends. See Table 1 in the next section for guidance on which characteristics and features, if present, should be included in this narrative.

2) Notable Community Characteristics, Concerns

Generally, list the items in bulleted format in the same order in which they appear in the report. Table 1 below provides guidance on which characteristics and features should be noted in the executive summary if they are determined to be present. Bullets should provide no more than a brief summary of findings. Use standard language where available, drawing from standard language statements found in Appendix B, and adding additional relevant information.

Table 1: Executive Summary

Characteristic	Noted in the Executive Summary?	Location
Environmental Justice [EJ] and Title VI populations	Always, regardless of impact	Notable Characteristics
Limited English Proficiency [LEP] or Language Assistance [LA] populations	Always, regardless of impact	Notable Characteristics
Potential Section 4(f) public recreational resources	When present	Notable Characteristics
Section 6(f) LWCF resources	When present	Notable Characteristics
Farmland Protection Policy Act soils	When present	Notable Characteristics
Voluntary & Enhanced Voluntary Agricultural Districts (VAD/EVAD)	When present	Notable Characteristics
Agricultural operations	When present	Notable Characteristics
Notable population growth or decline	When present	Community Context Narrative
Development activity	When present	Notable Characteristics
Local area plans/goals	Only if there is an associated impact	Community Context Narrative
STIP projects	When present	Notable Characteristics
Bicycle, pedestrian and/or greenway facilities	When present	Notable Characteristics



Bicycle/pedestrian activity	When present	Notable Characteristics
Transit routes, facilities, and/or activity	When present	Notable Characteristics
Access driveways and cross streets	Only if there is an associated impact	Notable Characteristics
Traffic generating facility or node	Only if there is an associated impact	Community Context Narrative
Business and economic resources	Only if there is an associated impact	Notable Characteristics
Business and economic transportation activity	When present	Notable Characteristics
Emergency Management Services (EMS) operations	Only if there is an associated impact	Notable Characteristics
School bus routes	Only if there is an associated impact	Notable Characteristics
Special populations	When present	Notable Characteristics
Socio-economic resources	Only if there is an associated impact	Notable Characteristics
Community cohesion	Only if there is an associated impact	Notable Characteristics
Community safety	When present	Notable Characteristics
Community health	Only if there is an associated impact	Notable Characteristics
Other recreational resource(s) or activity	Only if there is an associated impact	Notable Characteristics
Area/community concerns	When present	Notable Characteristics

3) Potential or Notable Community Impacts

Generally, list the items in bulleted format in the same order in which they appear in the report. Any impact listed should have a corresponding bullet in the Community Characteristics & Notable Features section. Standard language for regulatory resources should be included in the ES only if the resource is present (Appendix B).

4) Recommendations

Generally, list the items in bulleted format in the same order in which they appear in the report. Any impact listed in the previous section should have a corresponding recommendation listed in this section. Standard language is available for several possible recommendations (Appendix B).

G. COMPILE REPORT SOURCES

Prepare a comprehensive list of sources used to produce the report. All sources should have the information, including telephone numbers, email addresses and web addresses, needed to return to the original source of the information if required.

H. REPORT APPENDICES

Include all additional and supplemental information as Appendix items in the report.

- 1) Demographic Tables:** Paste demographic tables from the Demographic Tool into Appendix A of the report template.



- 2) **Site Photographs:** Include photographs of all notable resources located in the DCIA in Appendix B of the report template.
- 3) **Local Official Input Forms:** Include the completed local input forms as Appendix C of the report template in the following order: EMS, planner, school transportation staff, other. If responses are not received, document the dates and method (email, phone, etc.) of contact attempts in Appendix C on the page where the completed form for that contact is supposed to go (e.g. if the EMS do not respond, the first page of Appendix C should document the contact info and contact attempts. The second page should have the planner input form).
- 4) **Health Indicator Table:** Include the completed health indicator table as Appendix D of the report template.
- 5) **Public Comment Forms (when applicable):** Include the public comment forms from Public Involvement activities that note any community concerns or controversy relative to the project as Appendix E of the report template.
- 6) **NRCS Farmland Conversion Impact Rating (when applicable):** Include the NRCS Farmland Figure and preliminary screening as Appendix F of the report template.
- 7) **Other Supplemental Information (when applicable):** This may include, but is not limited to: a figure detailing the location of Environmental Justice, Title VI and/or LEP communities in the project area; a figure detailing potential 4(f) public resources in the DCIA; and additional information or mapping that details local area plans or ordinances affecting the project area. Supplemental information should be provided as Appendix G of the report template.



APPENDICES

Appendix A: Mapping Guidance

Appendix B: Analysis Practices & Standard Language Guidance

Appendix C: Guidance for Completing the NRCS Farmland Conversion Impact Rating



8) APPENDIX A: Mapping Guidance

Community Context Map

Layers that should be displayed (in the following order, top to bottom):

- STIP Points and Roads. Display and label with STIP number all STIP projects located in the map window.
- DCIA Boundary in a solid, colored line (not black).
- Any notable route features (bike routes, hurricane evacuation routes, strategic transportation corridors, etc.)
- All Roads. Use Highway Shield symbols with embedded route numbers as the label for Interstate, US and NC routes, and the local names (not SR numbers) of other state maintained secondary roads and local roads.
- Bicycle and pedestrian routes and trails.
- Points indicating the location of schools, hospitals, major traffic nodes (interchanges, dense commercial development centers).
- Shaded parcels for any active farm operations (all shaded the same color). Individual labels are not necessary unless a particular operation is especially notable (e.g., large commercial operation, named farm).
- Shaded parcels for any VAD or EVADs.
- Shaded parcels indicating the location of any other notable features/characteristics discussed in the report including a label.
- Hydrologic features.
- Potential 4(f) and 6(f) recreational resources (shaded or patterned polygon).
- Any other property managed for conservation, preservation or recreational purposes (shaded or patterned polygon).
- State, county, municipal boundaries (outline states and counties, shade municipal polygons).
- Be sure to include a scale bar and north arrow.

DSA Map

Layers that should be displayed (in the following order, top to bottom):

- TIP Points and Roads. Display and label with TIP number all TIP projects located in the map window.
- DCIA Boundary in a solid, colored line (not black).
- DSA Boundary and Census Block Groups within the boundary. The Block Groups should be shaded different colors to easily differentiate them and labeled with “CT XXX, BG XX”.



- All Roads. Use Highway Shield symbols with embedded route numbers as the label for Interstate, US and NC routes, and the local names (not SR numbers) of other secondary roads and local roads.
- Hydrologic features.
- State, county, municipal boundaries (outline states and counties, shade municipal polygons).
- Be sure to include a scale bar and north arrow.



9) APPENDIX B: Analysis Practices & Standard Language Guidance

Demographic Analysis Practices

I. Environmental Justice and Title VI

The analyst will use the NCDOT Demographic Tool to initially review the most recent 5-year ACS data to determine whether the DSA contains any notable Environmental Justice populations at the Block Group level.

- Minority populations include all races that are non-white and Hispanic populations that are also white. Therefore, use the Minority table in the NCDOT Demographic Tool. There are two thresholds that can result in an Environmental Justice determination for minority populations:
 - Any Block Group where 50% or more of the population is minority, or “majority minority,” is considered to have a notable EJ presence.
 - Any Block Group with a minority population at least ten percentage points higher than the county average would also have a notable EJ presence.
- An Environmental Justice low-income population is present if at least one of the following criteria is met:
 - Any Block Group where the percentage of the population in any of the poverty categories – Below Poverty Level, Very Poor or Near Poor equals or exceeds 25% of the total population of that Block Group.
 - Any Block Group where the percentage of the population in any of the poverty categories – Below Poverty Level, Very Poor or Near Poor exceeds the county average by five percentage points or more.

As an example, if the county minority average is 10%, any Block Group with a minority population of 20% or greater would have a notable EJ presence. In cases where there is more than one county, compare the Block Group data to its corresponding county.

Census data is only a “first cut” view of project area demographics. Local officials, field visits, satellite imagery and other sources may reveal Environmental Justice populations that are too small to be noted at the Census geography level. These sources may also indicate that Environmental Justice populations noted at the Census geography level are located at a distance from the project itself. Field visit observations and input from local officials can also suggest the presence of additional non-EJ Title VI populations, which should be described in narrative form.

The following field indicators may suggest the presence of Environmental Justice or Title VI populations:

- Resources serving elderly residents, youth, persons with disabilities, and minorities
- Places of worship serving minority and/or non-English speaking persons
- Social service organizations
- Targeted community events



- Public/subsidized housing
- Retirement communities
- Mobile homes
- Vacant buildings
- Distressed properties/dilapidated structures
- Graffiti/vandalism
- Poor infrastructure conditions (streets, sidewalks)
- High pedestrian volumes
- Transit stops/service
- Signage in other languages
- Minority and non-English newspapers

Thus, the Environmental Justice and Title VI analysis should record the findings of both the Census analysis and more local data. This dual analysis is illustrated in the Standard Language Guidance.

II. Limited English Proficiency / Language Assistance

The analyst will use the NCDOT Demographic Tool to initially review the most recent 5-year ACS data to determine whether the DSA as a whole meets the threshold for LEP. The federal threshold for LEP is met when there is a language group that speaks English less than very well and that either has 1,000 adults or makes up 5% of the aggregate DSA population (with at least 50 adults). Meeting or exceeding the LEP threshold requires the written translation of vital documents for public outreach.

If the LEP threshold is not met for a language group, the analyst will review the ACS data to determine whether any Block Groups within the DSA meet the threshold for LA for that language group. NCDOT's threshold is more than 50 adults of a Block Group's population within a language group who speak English less than very well. Meeting or exceeding this threshold indicates the possible need for oral interpreters at meetings, targeted media advertising and other actions to be taken by Public Involvement. It does not require the written translation of vital documents for public outreach.

In addition to the Census data, conduct a field review, which may confirm the Census data findings or may identify any LA populations not identified through the data screening. Relevant field indicators may include:

- Places of worship, social service organizations and businesses serving non-English speaking persons
- Targeted community events
- Signage in other languages
- Non-English language newspapers

If the field visit indicates there may be non-English speaking populations that were not identified by the Census data, conduct interviews with Language Assistance Resource Contacts (LARCs) to understand how large the population is, if it is located near the project,



and what the language assistance needs might be. These contacts may include community organization leaders and community liaisons (such as social service coordinators or family outreach coordinators at local schools). Use the LARC Community Leader Input Form, provided by Community Studies, to conduct these interviews.

The most commonly encountered LEP or LA language group is Spanish. When this group is found, no additional documentation effort is needed. When other language groups are found, the actual language spoken must be determined. At the LEP level, a consultant pre-qualified for LEP should be retained to research, according to Public Involvement standard practices, which specific languages are to be translated. At the LA level, a consultant may be retained or PI and CS staff consulted about how to determine which languages may qualify for assistance.

Standard Language Guidance

I. Environmental Justice and Title VI

A. Regulatory Applications Inventory & Screening

Check appropriate box and provide a narrative description of the demographic data, observations, and local input used to determine presence. For Options 3 and 4, while demographic details are documented in Appendix A, ES language may be expanded as deemed necessary to identify specific areas and locations of concern, both for impact assessment and so that outreach to EJ populations may be more focused. Minority and low-income populations may be discussed separately for clarity, especially when these populations do not share geographies.

i. Not present according to Census data and observation/local input

Leave the narrative blank; include standard language in ES only (not checklist)

Census data does not indicate a notable presence of populations meeting the criteria for Environmental Justice within the Demographic Study Area (DSA), nor were minority, low-income, or non-EJ Title VI communities observed within the Direct Community Impact Area (DCIA) during the field visit and/or were noted by local planners (use one or both as applicable).

ii. Present; Census data indicates presence but no observation/local input to confirm

Provide a description in the narrative; include standard language in ES

Census data indicates a notable presence of populations meeting the criteria for Environmental Justice [and/or populations protected by Title VI and related statutes] within the Demographic Study Area (DSA), but no minority or low-income communities [or the specific group that was identified] were observed within the Direct Community Impact Area (DCIA) during the field visit and/or were noted by local planners (use one or both as applicable).

iii. Present; Census data does not indicate presence but communities were observed



Provide a description in the narrative; include standard language in ES

While Census data does not indicate a notable presence of populations meeting the criteria for Environmental Justice or protected by Title VI and related statutes within the Demographic Study Area (DSA), minority and/or low-income communities [use one or both or the specific Title VI/related group as applicable] were observed within the Direct Community Impact Area (DCIA) during the field visit and/or were noted by local planners (use one or both as applicable).

iv. Present according to Census data and observation/local input

Provide a description in the narrative; include standard language in ES

Census data indicates a notable presence of minority and/or low-income populations meeting the criteria for Environmental Justice [and/or populations protected by Title VI and related statutes] within the Demographic Study Area (DSA), and minority and/or low-income communities [use one or both or the specific Title VI/related group as applicable] were observed within the Direct Community Impact Area (DCIA) during the field visit and/or were noted by local planners (use one or both as applicable).

B. Impacts

Check the appropriate box, provide the associated standard language, and in the narrative briefly describe and qualify adverse impacts (low, moderate, high), any offsetting positive effects and any differences in how impacts affect EJ/Title VI and non-EJ/Title VI populations. Note whenever negative impacts came up at a public meeting and whether offsetting benefits were deemed sufficient or not by the affected public. When notable project impacts are found to affect EJ/Title VI populations, state whether or not these impacts are disproportionately high and adverse. Be clear whether this means the EJ/Title VI population may be impacted disproportionately by population, by impact severity or both.

In the Executive Summary, use the following standard language as appropriate. If there are no community impacts or if all will be minor, individually and cumulatively, use “No impacts” language. If there are moderate or high community impacts, individually or cumulatively, use “Impacts” language. When Notable Characteristics Option 1 or Option 2 are found, use “No EJ or Title VI population present” language. When Notable Characteristics Option 3 or Option 4 are found, use “EJ and/or Title VI population present” language.

i. No impacts; No EJ or Title VI population present

Leave the narrative blank; do not include standard language in ES or in checklist

No notably adverse community impacts are anticipated with this project and no Environmental Justice populations appear to be affected; thus, impacts to minority and low-income populations do not appear to be disproportionately high and adverse. Benefits and burdens resulting from the project are anticipated to be



equitably distributed throughout the community, and no denial of benefit is expected. No disparate impacts are anticipated under Title VI and related statutes.

ii. No impacts; EJ and/or Title VI population present

Leave the narrative blank; include standard language in ES only (not checklist)

While [minority, low-income, etc] populations are present in the DCIA, no notably adverse community impacts are anticipated with this project; thus, impacts to minority and low-income populations do not appear to be disproportionately high and adverse. Benefits and burdens resulting from the project are anticipated to be equitably distributed throughout the community. No disparate impacts are anticipated under Title VI and related statutes.

iii. Impacts; no EJ or Title VI population present

Provide a description in the narrative; do not include standard language in ES

While notably adverse community impacts are anticipated with this project, no Environmental Justice populations appear to be affected; thus, impacts to minority and low-income populations do not appear to be disproportionately high and adverse. Benefits and burdens resulting from the project are anticipated to be equitably distributed throughout the community. No disparate impacts are anticipated under Title VI and related statutes.

iv. Impacts; EJ and/or Title VI population present; “No” finding

Provide a description in the narrative; include standard language in ES

Notably adverse community impacts are anticipated with this project but appear to affect all populations equivalently; thus, impacts to minority and low-income populations do not appear to be disproportionately high and adverse. Benefits and burdens resulting from the project are anticipated to be equitably distributed throughout the community. No disparate impacts are anticipated under Title V and related statutes.

v. Impacts; EJ and/or Title VI population present; “Yes” finding

Provide a description in the narrative; include standard language in ES

Notably adverse community impacts are anticipated with this project and these effects appear to [pick one or both] affect [Title VI and/or] EJ populations notably more than the general population [and/or other specific potentially affected communities] [and/or] have higher adverse effects on the EJ population than on the general population [and/or other specific potentially affected communities]; thus, impacts to minority and low-income populations appear to be disproportionately high and adverse. Benefits and burdens resulting from the project are not anticipated to be equitably distributed throughout the community. Disparate impacts are anticipated under Title VI.



C. Recommendations

In addition to checking appropriate boxes, for all “Yes” answers specifically note whenever an action is required to offset EJ [and/or Title VI] impacts. For example, when recommending pedestrian improvements to minimize barrier effects, add “which will also address Environmental Justice [and/or disparate impact] concerns,” and conclude the statement with “Public involvement and outreach activities must ensure full and fair participation of all potentially affected communities in the transportation decision-making process.” Bring all recommendation language forward to the Executive Summary.

II. Limited English Proficiency (LEP) and Language Assistance (LA)

A. Regulatory Applications Inventory & Screening

Check appropriate box and provide a narrative description of the demographic data used to determine presence. While demographic details are documented in Appendix A, ES language may be expanded here as deemed necessary to identify specific areas and locations where LEP and/or LA outreach may need to be focused. The most commonly encountered language group is Spanish. When notable populations of other language groups are present, note both the language group (Asian, Other Indo-European) and list the most predominant language spoken (Hmong, Russian, etc.).

i. No LEP or LA

Leave the narrative blank; include standard language in ES only (not checklist)

Census data does not indicate Limited English Proficiency (LEP) populations meeting the US Department of Justice LEP Safe Harbor threshold or a notable presence within the Demographic Study Area.

ii. No LEP, but LA population is present

Provide a description in the narrative; include standard language in ES

Census data does not indicate Limited English Proficiency (LEP) populations meeting the US Department of Justice LEP Safe Harbor threshold, but does indicate a [insert language group/s] language-speaking population exceeding 50 persons within the Demographic Study Area that may require language assistance.

iii. LEP population present [and LA population present]

Provide a description in the narrative; include standard language in ES

Census data indicates a [insert language group/s] language-speaking population that meets or exceeds the US Department of Justice Limited English Proficiency (LEP) Safe Harbor threshold within the Demographic Study Area.

- a. [when applicable] Census data also indicates another [insert language group/s] language-speaking population that exceeds 50 persons within the Demographic Study Area that may require language assistance.



B. Impacts

Potential project impacts are not documented for LEP or LA populations, so no language is needed in this section.

C. Recommendations¹

Check “Yes” under the Outreach to LEP Population(s) heading and use ES Findings and Recommendations language

No recommendation; No LEP or LA populations

Leave the narrative blank; do not include standard language in ES or in checklist
[no recommendation required because no notable population is present]

i. Recommendation; LA population present

Include standard language in ES

Because notable [*insert language group/s*] language-speaking populations requiring language assistance are located within the DCIA, the NCDOT Project Planning Engineer should consult with NCDOT Public Involvement to determine appropriate measures assuring meaningful public involvement to satisfy the requirements of Executive Order 12898.

ii. Recommendation; LEP population present

Include standard language in ES

Because LEP populations within the DSA exceed the Department of Justice’s Safe Harbor thresholds, written translations of vital documents should be provided for [*insert language group/s*] language-speaking populations, in addition to other measures assuring meaningful language access, as determined by NCDOT Public Involvement to satisfy the requirements of Executive Order 13166.

III. Potential Section 4(f) Public Recreational Resources

A. Regulatory Applications Inventory & Screening

i. Present; adjacent to/is accessed from the project corridor

Include standard language in ES

[Resource name], a potential Section 4(f) resource, is [located adjacent to/is accessed from the project corridor or similar appropriate description]. [Resource name] is located [description]. [Note resource’s functions, any seasonal/day of week/time of day use characteristics, and whether it is a community/city/regional resource]

¹ Note that 2 and 3 may be used at the same time, depending on 2 and 3 in the section above.



ii. Not present; present in DCIA but not adjacent to or accessed from the project corridor

Do not include standard language in ES

[Resource name], a potential Section 4(f) resource, is located within the DCIA but is not [located adjacent to/is accessed from the project corridor or similar appropriate description]. Therefore, it is considered “not present” and impacts do not need to be assessed.

iii. Not present within DCIA

(No language needed)

B. Impacts

i. Impact anticipated; resource present

Include standard language in ES

Additional right-of-way may require acquisition of all/a portion of the Section 4(f) resource *and/or* The project may temporarily impact access to the Section 4(f) resource during construction *and/or* The project may impact use of the Section 4(f) resource by [describe potential impacts] *and/or* The project may require temporary use of the Section 4(f) resource during construction *and/or* [appropriate description of temporary or permanent impact].

ii. No impact anticipated; resource present

Include standard language in ES

While a potential Section 4(f) resource is [located adjacent to/is accessed from the project corridor or similar appropriate description], impacts to [the use and/or access to] this resource are not anticipated.

iii. De minimis impact anticipated; resource present (likely applicable to CIA only)

Include standard language in ES

While a potential Section 4(f) resource is [located adjacent to/is accessed from the project corridor or similar appropriate description], the impacts have been determined to be de minimis.

iv. No impact anticipated; no resource present

(No language needed)

C. Recommendations

i. Recommendation; impact anticipated

Include standard language in ES

Coordinate with FHWA and the property owner to determine the classification of, and level of impacts to, [resource name] as a potential Section 4(f) resource.

ii. Recommendation; determined to be de minimis (likely applicable to CIA only)

Include standard language in ES

Given that a Section 4(f) resource was identified and the impacts were found to be *de minimis*, the NCDOT Project Planning Engineer should document the agreement needed for project commitments.



- iii. No recommendation; no impact anticipated**
(If a resource is present but impacts are not anticipated, no further action is needed.)

IV. Section 6(f) Land & Water Conservation Fund Resources

A. Regulatory Applications Inventory & Screening

- i. Present within DCIA**
Include standard language in ES
[Resource name] is/contains a Section 6(f) resource. [Resource name] is located [description]. [Note resource's functions, any seasonal/day of week/time of day use characteristics, whether it is a community/city/regional resource and, if only a portion of the larger resource is 6(f), identify the boundaries of this portion]
- ii. Not present within DCIA**
(No language needed)

B. Impacts

- i. Impact anticipated; resource present**
Include standard language in ES
Additional right-of-way may require acquisition of all/a portion of the Section 6(f) resource *and/or* The project may impact use of the Section 6(f) resource by [describe potential impacts] *and/or* The project may require temporary use of the Section 6(f) resource during construction *and/or* [appropriate description of temporary or permanent impact].
- ii. No impact anticipated; resource present**
Include standard language in ES
While a Section 6(f) resource is located within the DCIA, [property acquisition of all/a portion of the resource] *and/or* [impacts to the use and/or access to this resource] are not anticipated.
- iii. No impact anticipated; no resource present**
(No language needed)

C. Recommendations

- i. Recommendation; impact anticipated**
Include standard language in ES
The NCDOT Project Planning Engineer should continue coordination and consultation with NCDENR and [local parks and recreation agency] regarding possible or likely impacts to the [resource name and/or description] Section 6(f) resource.
- ii. No recommendation; no impact anticipated**
(If a resource is present but impacts are not anticipated, no further action is needed.)



V. Farmland Protection Policy Act (FPPA) Soils

A. Regulatory Applications Inventory & Screening

i. Are present in the project footprint

Include standard language in ES

Farmland soils eligible for protection under FPPA are present within the project footprint. If a new location alternative is considered that is outside of the project footprint, then NCDOT must reassess the impacts to farmlands.

ii. Are present in the DCIA but not in the project footprint

(If there are no soils in the project footprint designated as prime farmland, farmland of statewide importance, or farmland of unique importance, they are considered “not present.”)

B. Impacts

i. Are present in the project footprint and exceed threshold

Include standard language in ES

A preliminary screening of farmland conversion impacts in the project area has been completed (NRCS Form AD-1006 for point projects or CPA-106 for corridor projects, Part VI only) and a total score of __ out of 160 points was calculated for the ____ project site (see Appendix [E or F]). Since the total site assessment score exceeds the 60-point threshold established by NRCS, notable project impacts to eligible soils are anticipated.

ii. Are present in the project footprint but do not exceed threshold

Include standard language in ES

A preliminary screening of farmland conversion impacts in the project area has been completed (NRCS Form AD-1006 for point projects or CPA-106 for corridor projects, Part VI only) and a total score of __ out of 160 points was calculated for the ____ project site (see Appendix [E or F]). Since the total site assessment score does not exceed the 60-point threshold established by NRCS, farmland conversion impacts may be anticipated, but are not considered notable.

C. Recommendations

i. Are present in the project footprint and exceed threshold

Include standard language in ES

Given that notable project impacts to eligible soils may be anticipated, the NCDOT Project Planning Engineer should coordinate completion of the NRCS farmland conversion form post-design and submission to NRCS for further evaluation.

ii. Are present in the project footprint and do not exceed threshold

(If the soils are present but do not exceed threshold, notable impacts are not anticipated, and no further action is needed.)



VI. Voluntary & Enhanced Voluntary Agricultural Districts (VAD/EVAD)

A. Regulatory Applications Inventory & Screening

i. Present within DCIA

Include standard language in ES

[Number of] farms within the DCIA participate in the [County] Voluntary Agricultural District/Enhanced Voluntary Agricultural District program.

ii. Not present within DCIA

(No language needed)

B. Impacts

i. Impact anticipated; resource present

Include standard language in ES

[Identify all potentially impacted VAD/EVADs] may be impacted by right-of-way acquisition *and/or* Land within [identify all potentially impacted VAD/EVADs] may be temporarily converted to non-agricultural use as part of a temporary construction easement.

ii. No impact anticipated; resource present

Include standard language in ES

Right-of-way acquisition is not expected to impact any VAD or EVAD within the DCIA.

iii. No impact anticipated; no resource present

(No language needed)

C. Recommendations

i. Recommendation; impact anticipated

Include standard language in ES

If right-of-way will need to be acquired from the [VAD/EVAD property/ies] through eminent domain, the [County] Voluntary Agricultural District Ordinance requires [that the Agricultural Advisory Board hold a public hearing on the proposed condemnation before condemnation may be initiated, or other specific provision of that county's enabling ordinance]. *And/or* Any VAD/EVAD lands converted to non-agricultural use as part of a temporary construction easement must be returned to farmable condition by the project's completion.

ii. No recommendation; no impact anticipated

(If a resource is present but impacts are not anticipated, no further action is needed.)

VII. Indirect and Cumulative Effects [Transportation Impact-Causing Activities (TICAs)] (CCR) (CIA only if CCR was not completed)

A. TICA Summary

i. Absence of TICA(s)

*Include standard language in ES*

The project will not alter traffic capacity or travel patterns, reduce travel time, affect access to or exposure to properties in the area, or open areas for development or redevelopment. Due to its minimal transportation impact-causing activities, this project will neither influence nearby land uses nor stimulate growth. Therefore, a detailed indirect and cumulative effects study will not be necessary.

ii. Presence of TICA(s)*Include standard language in ES*

The project may [*include the following that apply*: alter traffic capacity or travel patterns, reduce travel time, affect access to or exposure to properties in the area, or open areas for development or redevelopment]. Due to the potential transportation impact-causing activities, this project may influence nearby land uses or stimulate growth. Therefore, a detailed indirect and cumulative effects study is recommended *or* an indirect and cumulative effects screening is provided in Appendix [E] (choose the applicable statement).

iii. An Indirect and Cumulative Effects screening has already been completed*Include standard language in ES*

Refer to the Indirect and Cumulative Effects Screening Assessment, completed in [Month, Year], for discussion of the transportation impact-causing activities (TICAs).

VIII. Other Recommendations

Use the recommendations below when the applicable resource or community characteristic is determined to be present.

A. Maintain access for farm equipment & minimize impacts to agricultural operations

The NCDOT Project Planning Engineer should ensure that access is maintained for farm equipment and impacts to agricultural operations are minimized during construction.

B. Coordination with NCDOT Division of Bicycle and Pedestrian Transportation regarding bicycle and pedestrian facilities or activity

The NCDOT Project Planning Engineer should coordinate with NCDOT Division of Bicycle and Pedestrian Transportation to evaluate the inclusion of bicycle/pedestrian facilities in [project design, project type], as well as the necessary level of bicycle/pedestrian access accommodation during construction.

C. Public Involvement due to the presence of Notable Community Concerns

The NCDOT Project Planning Engineer should coordinate with NCDOT Public Involvement to develop a public involvement outreach plan that incorporates the



necessary local stakeholders and is in accordance with all necessary FHWA and NCDOT guidelines.



10) APPENDIX C: Guidance for Completing the NRCS Farmland Conversion Impact Rating

The NRCS Farmland Conversion Impact Rating should be completed only for a CIA, where design is available. Farmland does not need to be assessed for a CCR.

First determine whether the project is subject to FPPA:

a. Does the project receive Federal funding?

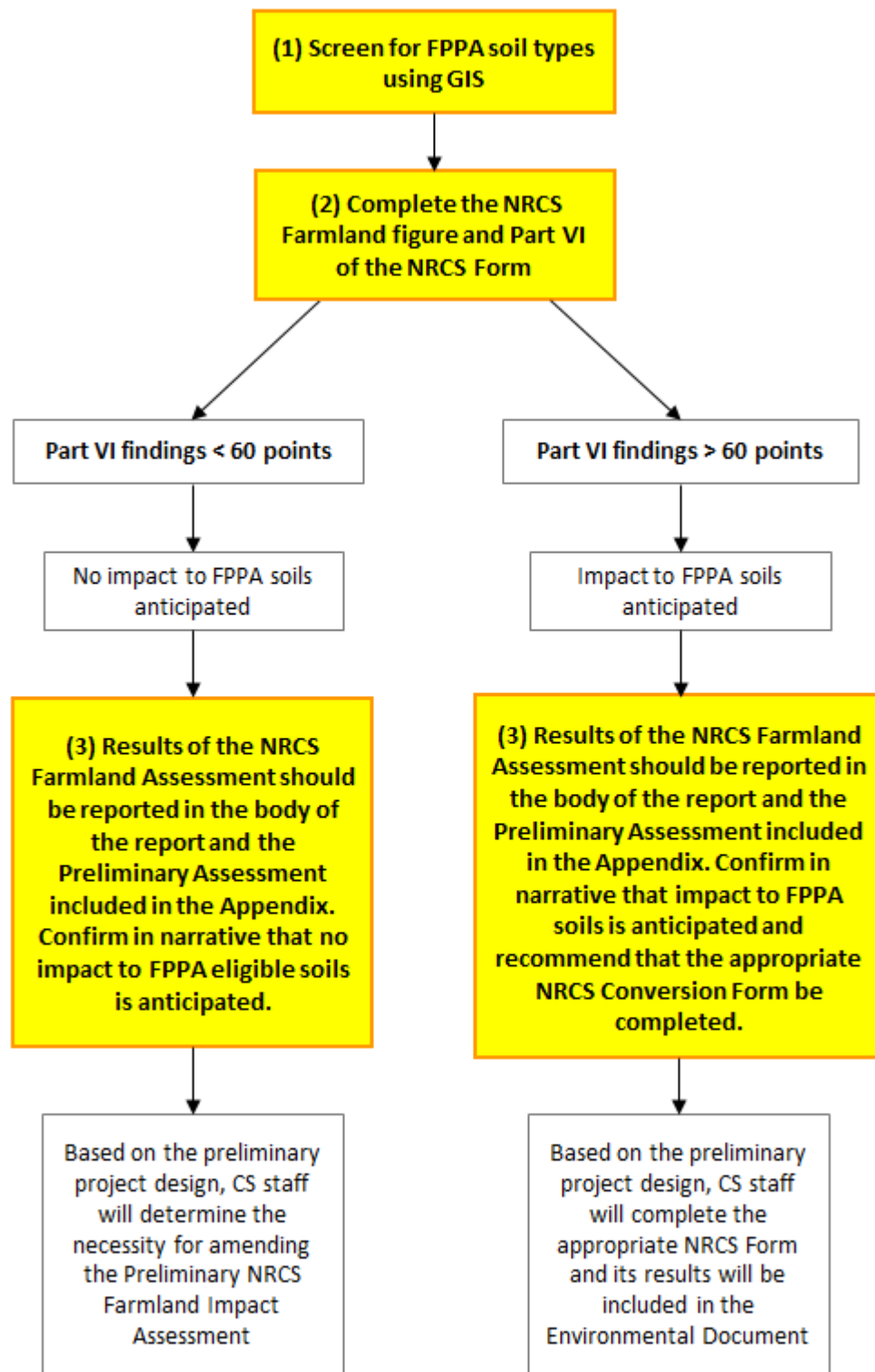
- If “NO,” no Farmland Conversion Impact Rating is required.
- If “YES,” continue on to next question.

b. Does the land in the project footprint fall into any of the following categories of land not subject to the provisions of FPPA? Project footprint is defined as the area that will physically be altered or impacted, including right-of-way, cut and fill, slopes and ditches, permanent easements (e.g., drainage), etc. For functional designs, this is slope stakes plus 40 feet. For preliminary designs, this is slope stakes plus 25 feet.

- Lands that receive a combined score of less than 160 points from the land evaluation and site assessment (LESA) criteria;
 - Lands identified as “urbanized area” (UA) on Census Bureau maps;
 - <http://www.census.gov/geo/maps-data/maps/2010ua.html>
 - Land with a “tint overprint” on the USGS topographical map;
 - <http://nationalmap.gov/ustopo/index.html>
 - Areas shown as white (not farmland) on USDA important farmland maps. These are sites that do not contain prime, unique, statewide, or locally important farmland;
 - [http://www.rurdev.usda.gov/IA env Class1 farmlands.html](http://www.rurdev.usda.gov/IA_env_Class1_farmlands.html)
 - Areas shown as “urban built-up” on USDA important farmland maps (consistent with the guidance of the National Resources Inventory (NRI) for mapping urban built up areas (areas 10 acres or larger without structures are not considered urban built-up and are subject to FPPA);
 - Land in water storage, including lands that have been acquired or planned for water storage prior to August 5, 1984 ([See section 523.11C](#));
 - Lands that are used for national defense purposes;
 - Private land where no Federal funds or technical assistance is utilized;
- If “YES,” no Farmland Conversion Impact Rating is required.
 - If “NO,” continue on to complete the Farmland Conversion Impact Rating.



NRCS Farmland Conversion Impact Rating **Screening Process Overview**

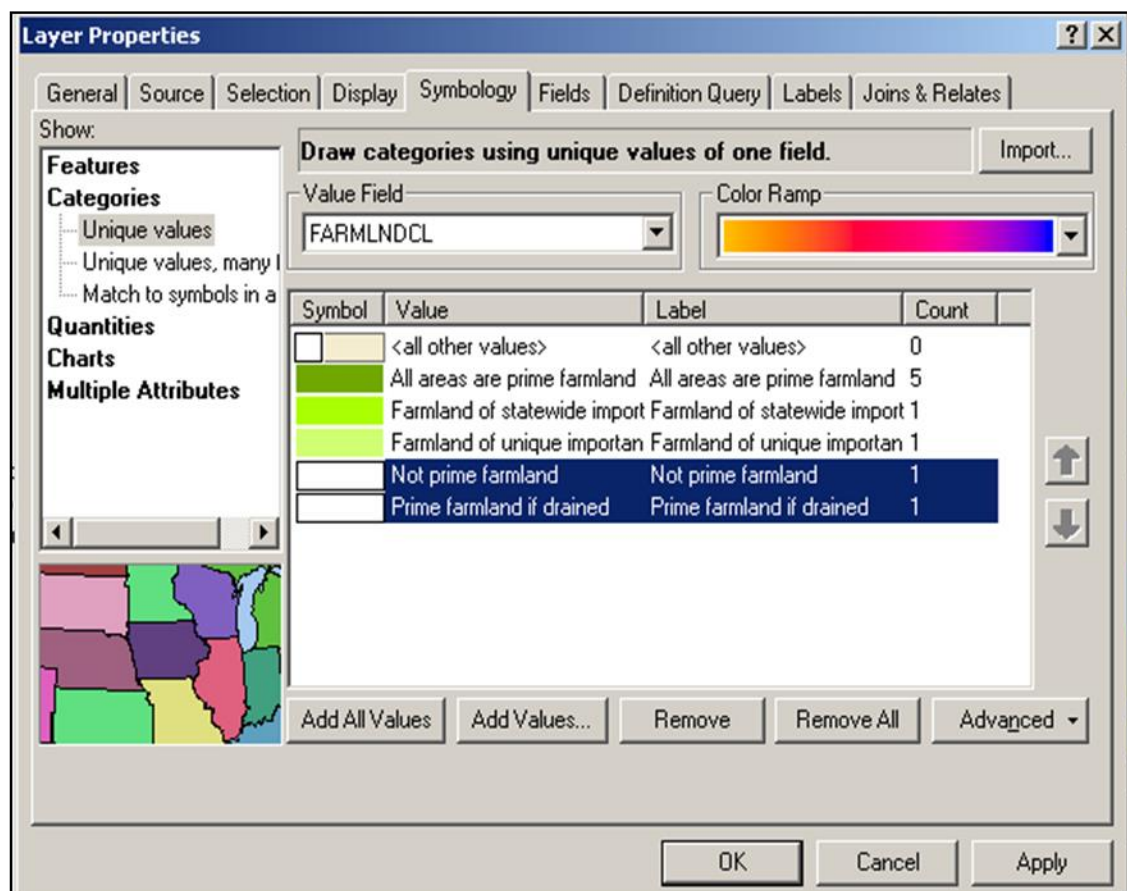




NRCS Farmland Conversion Impact Rating

Step 1: Screen for FPPA soil types using GIS

Farmland Soil Classifications on GIS layer	Is it regulated under NRCS?
Prime farmland	Sometimes
Farmland of Statewide Importance	Always
Farmland of Unique Importance	Always
Not prime farmland	Never
Prime farmland if drained	Sometimes

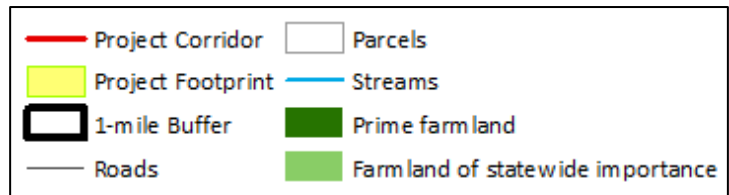




Step 2a: Create the NRCS Farmland Figure

1. Turn on the following layers:

- Parcels
- All Roads (Labeled)
- Water Bodies, Streams
- Farmland Soils
- Municipal Boundaries (labeled)



2. Ensure the Farmland GIS layer is properly displayed. Only the “Prime farmland,” “Farmland of statewide importance,” “Farmland of unique importance” and “Prime farmland if drained” soil classifications need to be visible. (Remove “Not prime farmland” from the display.)
3. Create the 1-mile buffer. For a bridge project, establish a point in the center of the bridge. For a corridor project, select the centerline of the corridor. Use the buffer tool to draw a 1-mile buffer. This will be used for calculations for question 1 on the NRCS forms and should be shown on the farmland figure.
4. Establish a polygon for the project footprint. For functional designs, this is slope stakes plus 40 feet. For preliminary designs, this is slope stakes plus 25 feet. This will be used for calculation purposes and should be shown on the farmland figure.
5. Insert a title box, legend, scale, and north arrow.
6. Export the map and insert it into the report appendix.

See the next page for an example.





Step 2b: Complete Part VI of the appropriate NRCS form.

- Use form [AD-1006](#) for point projects.
- Use form [CPA-106](#) for corridor projects.

Sources Needed:

- USDA Census of Agriculture:
[http://www.agcensus.usda.gov/Publications/2012/Full_Report/Volume_1_Chapter_2_County_Level/North Carolina/](http://www.agcensus.usda.gov/Publications/2012/Full_Report/Volume_1_Chapter_2_County_Level/North_Carolina/) (Table 1. County Summary Highlights: 2012)
- GIS parcel data for the county the project is located in.
- Aerial imagery for the county the project is located in (Google Maps or Bing are acceptable where the GIS aerial imagery data is unavailable).
- Completed local planner input form for the project.
- Completed field visit notes containing enough detail to determine which properties located in the DCIA are currently being farmed and if those properties contain on-farm investments.
- If additional guidance on completing Part VI is needed, please reference the *Site Assessment Scoring for the Twelve Factors Used in FPPA* guidance, available from NRCS:
<http://www.rurdev.usda.gov/SupportDocuments/AD1006.pdf>

U.S. Department of Agriculture FARMLAND CONVERSION IMPACT RATING									
PART I (To be completed by Federal Agency)					Date of Land Evaluation Request				
Name of Project					Federal Agency Involved				
Proposed Land Use					County and State				
PART II (To be completed by NRCS)					Date Request Received By NRCS		Person Completing Form:		
Does the site contain Prime, Unique, Statewide or Local Important Farmland? (If no, the FPPA does not apply - do not complete additional parts of this form)					YES <input type="checkbox"/> NO <input type="checkbox"/>		Acres Impinged		Average Farm Size
Major Crops:					Farmed Land in Govt. Jurisdiction		Amount of Farmland As Defined in FPPA		
Name of Land Evaluation System Used					Acres: %		Acres: %		
Name of State or Local Site Assessment System					Date Land Evaluation Returned by NRCS				
PART III (To be completed by Federal Agency)					Alternative Site Rating				
A. Total Acres To Be Converted Directly					Site A		Site B		Site C
B. Total Acres To Be Converted Indirectly					Site A		Site B		Site C
C. Total Acres In Site					Site A		Site B		Site C
PART IV (To be completed by NRCS) Land Evaluation Information									
A. Total Acres Prime And Unique Farmland					Site A		Site B		Site C
B. Total Acres Statewide Important or Local Important Farmland					Site A		Site B		Site C
C. Percentage Of Farmland In County Of Local Govt. Unit To Be Converted					Site A		Site B		Site C
D. Percentage Of Farmland In Govt. Jurisdiction With Same Or Higher Relative Value					Site A		Site B		Site C
PART V (To be completed by NRCS) Land Evaluation Criteria									
PART VI (To be completed by Federal Agency) Site Assessment Criteria (Criteria are explained in 7 CFR 658.6-5. For Corridor project use form NRCS-CPA-106)					Maximum Points		Site A		Site B
1. Area In Non-urban Use					(15)		Site A		Site B
2. Perimeter In Non-urban Use					(15)		Site A		Site B
3. Percent Of Site Being Farmed					(20)		Site A		Site B
4. Protection Provided By State and Local Government					(20)		Site A		Site B
5. Distance From Urban Built-up Area					(15)		Site A		Site B
6. Distance To Urban Support Services					(15)		Site A		Site B
7. Size Of Present Farm Unit Compared To Average					(15)		Site A		Site B
8. Creation Of Non-farmable Farmland					(15)		Site A		Site B
9. Availability Of Farm Support Services					(25)		Site A		Site B
10. On-Farm Investments					(15)		Site A		Site B
11. Effects Of Conversion On Farm Support Services					(15)		Site A		Site B
12. Compatibility With Existing Agricultural Use					(15)		Site A		Site B
TOTAL SITE ASSESSMENT POINTS					160		Site A		Site B
PART VII (To be completed by Federal Agency)									
Relative Value Of Farmland (From Part V)					100		Site A		Site B
Total Site Assessment (From Part VI above or local site assessment)					160		Site A		Site B
TOTAL POINTS (Total of above 2 lines)					260		Site A		Site B
Site Selected:					Date Of Selection		Was A Local Site Assessment Used?		
							YES <input type="checkbox"/> NO <input type="checkbox"/>		
Reason For Selection:									
Name of Federal agency representative completing this form:					Date:				
(See instructions on reverse side)					Form AD-1006 (03-02)				